

## **Adult Education Request for Subsidy FY2006 Year-end Report (EF-X-132)**

This package contains the line-by-line instructions for filling out the revised EF-X-132, as well as directions for using the electronic version. **Please read all directions carefully before attempting to complete the forms.**

The EF-X-132 has been extensively redesigned to more accurately collect the kinds of information needed for new State and Federal accountability standards. The revised EF-X-132 is divided into three sections.

- ◆ Page One requests information on the administrative and support personnel.
- ◆ Page Two asks for a breakdown of your program's enrollment numbers.
- ◆ All financial information is entered on Page Three.

**The completed EF-X-132 must be received by September 15, 2006.**

If you have any questions or need assistance, please call Andrew McMahan at: 624-6754  
(andy.mcmahan@maine.gov)

Those using the electronic version of the FE-X-132 will find that the tab sequence has been preset to "walk" you through the process. The "Tab" key navigates to the right, while the "Enter" key moves down the page. Also, where possible, calculations have been automated.

### **Line-by-Line Directions**

Enter the requested information on the appropriate lines per the following instructions.

#### **Page One - Administrative and Support Personnel**

**Line 1.** The official name of your Local Educational Agency (LEA).

**Line 2.** The Superintendent's full name.

**Line 3.** The Superintendent's mailing address.

**Line 4.** Official name of the Adult Education Program

**Line 5.** Adult Education Program's mailing address (this address will be used for all Department of Education - Adult Education mailings).

**Line 6.** Enter dollar amount of FY2006 "Local Share". This is the amount of local tax dollars raised specifically to support adult education. An Official copy of the FY2006 School Budget Warrant which clearly shows the above "Local Share" as well as documentation of the final approval votes at budget meeting or referendum, must be attached to this form. (This is the budget warrant that would have been voted on in the spring or summer of 2005.)

**Line 7.** Enter dollar amount of FY2006 State Subsidy Check. (Your school system would have received these checks in Fall 2005.)

**Line 8.** The Adult Education Director's full name.

**Line 9.** Enter the Directors Full Time Equivalent (FTE). This is a decimal representation of the percentage of a full time position. Use a standard 40-hour workweek as the basis for calculating the FTE. (When calculating the FTE, use only the number of Adult Education hours as detailed in your contract or other agreement, not the number of hours you may actually put in.)

For example:

Full time Director = 1.0 FTE

Half-time Director = 0.5 FTE

Two Thirds time Director = 0.67 FTE

A Director contracted to work 30 hours per week = 0.75 FTE (30 hours/40 hours = 0.75)

A Director contracted to work 15 hours per week = 0.38 FTE (15 hours/40 hours = 0.38)

Also, indicate, by checking the appropriate box, whether you work a full calendar year or the school calendar year (summers off).

**Line 10.** List the major Duties and Responsibilities of the Adult Education Director and indicate the (estimated) percentage of his/her time spent carrying out those duties. For most directors, "adult education" would be listed on line 10a with other duties listed on lines 10b - 10e. **List only those Non- Adult Education related duties and responsibilities, on lines 10b. -10e, that individually requires 10% or more of the director's time.**

Also, do not include day school teaching assignments if done outside of your role as adult education director **and** the salary paid for each is clearly separated in your employment contract/agreement as well as on the year-end expenditure reports (EF-M-45 & EF-X-132).

\*Note, also, that duties such as serving on the district's administrative team (or other committees), participating in civic/community organizations and other similar activities do not need to be listed separately here, as they are generally considered to be a part of an effective adult education director's job. In addition, for purposes of this report, ITV is considered part of adult education and therefore should not be listed as a separate duty.

**Line 11.** Enter on the appropriate lines the names and FTEs for other administrative positions. The GED Chief Examiner should be listed only if this person is not the Director, Assistant Director, or ABE Coordinator.

**Line 12.** Enter the names and FTEs for all other adult education support staff positions that are currently filled. Attach an additional page if necessary.

**Page 2 - Enrollment Demographics** - Except where specifically noted, all enrollment and teacher/tutor counts are duplicated counts for the purposes of this section of the report

**Line 13.** Enter the number of full semesters offered during FY2006. Count only those semesters for which a catalogue, flyers, and/or other marketing materials were produced and distributed. As a general rule of thumb, to be counted here a semester should be, at a minimum, at least six to eight weeks long with a "significant" number of individual courses being offered.

## **Adult Literacy - Federal ABE Grant (6100) & State/Local Literacy (6600)**

**Line 14a.** Enter the total number of teachers and tutors involved in your literacy efforts (include all classes, learning centers, and/or other activities for which you will be reporting expenditures under the 6100 and 6600 program codes on page 3 of this report (Column #1 & Column #7))

**Line 14b.** Enter the total enrollment for all Literacy activities (as in 14a).

**Note: Do not include Family Literacy (6800 & 6900) here. Family Literacy can be reported under Section 20 – Other Programming.**

## **Adult High School Completion (6500)**

**Line 15a.** Enter the total number of teachers/tutors who taught Adult High School Completion Classes (include all classes, learning centers, and/or other activities for which you will be reporting expenditures under the High School Completion program code-see page 3 column 6).

**Line 15b.** Enter the Enrollment for GED prep classes as well as those who have/are testing.

**Line 15c.** Enter the Enrollment for Adult Students taking Diploma Classes/ECO.

**Line 15d.** Total Enrollment - add lines 15b plus 15c.

**Line 15e.** Total Adult High School Diplomas Awarded - this includes those awarded to 16-20 year olds.

**Line 15f.** Enter the number of Adult High School Diplomas awarded to 16-20 year olds.

**Line 15g.** Total GEDs awarded - this includes those awarded to 17-20 year olds.

**Line 15h.** Enter the number of GEDs awarded to 17-20 year olds.

## **Adult Learners with Disabilities (6400)**

**Line 16a.** Enter the total number of teachers/tutors who taught Adult Learners with Disabilities classes (classes and other activities for which you will be reporting expenditures under the Adult Learners with Disabilities program code - see page 3 column 5).

**Line 16b.** Enter the total enrollment for the Handicapped category. No further breakdown is necessary.

## **Adult Workforce Training & Retraining and Federal CTE (6300 & 6700)**

**Line 17a.** Enter the total number of teachers/tutors who taught Adult Workforce Training & Retraining and Federal CTE classes (classes for which you will be reporting expenditures under the Adult Workforce Training & Retraining and Federal CTE - see page 3 column 2 and column 11)

**Line 17b.** Enter the total enrollment for all Adult Vocational Classes and activities (include enrollments in Perkins funded classes as well as classes funded by local contracts).

**Line 17c.** Enter the enrollment for those classes that were funded all or in part by Carl Perkins funds.

**Line 17d.** Enter the enrollment for those classes that were funded all or in part by local contracts - List contracts funded by DHS and DOL on lines 17e and 17f.

**Line 17e.** Enter enrollments in DOL supported vocational activity.

**Line 17f.** Enter enrollments in DHS supported vocational activity.

***Note:** the enrollments reported on lines 17c - 17f should not be duplicate counts. That is, if a class has been funded by more than one source, report that enrollment only on the appropriate line for the primary funder. The total enrollment reported on 17c – 17f does not necessarily have to equal the enrollment reported on 17b.*

## **Adult Transitions (Courses offered specifically for students entering college or other post-secondary education) ( 6060)**

**Line 18a.** Enter the total number of teachers who taught classes in your Adult Transitions program.

**Line 18b.** Enter the total Adult Transitions program enrollments.

## **Enrichment Adult Education (6200)**

**Line 19a.** Enter the total number of teachers who taught classes in your General/Quality of Life program.

**Line 19b.** Enter the total number of classes offered in your General/Quality of Life program.

**Line 19c.** Enter the total General/Quality of life program enrollments.

## **Other Programming (any other activities that have not been reported elsewhere)**

**Line 20a.** List the name of the class or activity.

**Line 20b.** Enter the number of teachers involved in the activity.

**Line 20c.** Enter the total enrollment for that activity.

## **Total Enrollment for Program**

**Line 21.** Enter the Total Enrollment for your Adult Education Program.

- Add lines 14b, 15d, 16b, 17b, 18b, 19c, and 20c<sub>1, 2, 3</sub>.
- On the electronic form, this calculation is done automatically.

## Page Three -Adult Education Direct Expenditure Report

Please note the structure of this portion of the report.

- ◆ Each column represents one of the major DOE Model Chart of Accounts Program codes (e.g. column #8 - Federal AEFLA grant, column #4 - High School Completion).
- ◆ The rows represent types of expenditures (Object Codes) (e.g. line #1 - Salaries; line #2 - Benefits; line #4 - Supplies).
- ◆ Thus, for example, expenditures for the salaries of the High School Completion teachers would be reported on Line #1 of Column #4
- ◆ **While all expenditures should be reported in their appropriate category, the only amounts that will be considered for subsidy purposes are those amounts entered in the cells that contain an asterisk (\*).**
- ◆ Please calculate and enter all totals (across and down) where indicated. On the electronic version, these calculations are done automatically.
- ◆ In some instances, your school system's bookkeeper maybe required to categorize certain expenditures as "purchased services". If those expenditures were, in fact, for teacher salaries or benefits, please enter them using the 3430 Object Code (Contracted Services Eligible for Subsidy).
- ◆ The two added tables at the bottom of the page are for entering data that is needed to calculate subsidies but has not been broken out elsewhere in the report. While broken out separately here, these expenditures should also be included on the appropriate lines of the main table.
- ◆ The Adult Education Revenue Table should include all sources of revenue received in support of the adult education program. The category "Local Contracts" refers to activities involving local businesses, city/town government or similar groups. Contracts with State Agencies should be included in the "Other Contracts" even if the contract was developed through a local DHS or Labor office.
- ◆ **New for FY06:** A third and fourth table have been added to the bottom of page three. These tables are to detail the individual administrative salaries and to calculate the portion of the Director's salary that will be eligible for subsidy. On the electronic version, the total of this detail is automatically entered into the appropriate cell on the main report. **All administrative salaries being claimed for subsidy must be detailed in this table and the Director's Allowable Salary for Subsidy calculated or the report will be returned to you for corrections.**

Completed and signed forms should be returned by September 15, 2006 to:

Andrew McMahan  
Department of Education  
23 State House Station  
Augusta, Me 04333

# EF-X-132 Electronic Version Instructions

The electronic version of the EF-X-132 is designed to be used with the Excel Spreadsheet Program. By downloading and opening the file in Excel, you will be able to enter data directly and have the program do the sub-total calculations automatically. You may then print hard copies for your records. The file can also be used to print blank paper copies of the EF-X-132 form.

The form is formatted for printing on 3 pages of letter size paper. The first two pages are contained on the **DEMOG tab** and will print out in the portrait orientation. The **FINAN tab** contains page 3 and will print out in the landscape orientation. Depending on your computer (and printer) you may have to adjust the margins and/or page setup slightly to have it display and print properly. The spreadsheets has been designed to allow you to scroll through the data entry fields using the Tab (to the right) & Enter (down the page) keys. Even though the non-data entry fields cannot be altered, please make sure you are entering your data in the appropriate boxes.

The sub-total fields are calculated automatically and cannot be overridden. If the rest of the data has been entered properly there should be no reason to change those fields.

**Note: While Excel spreadsheet files can be converted to other spreadsheet program formats, some of the functionality (and formatting) of this form may be lost in such a conversion.**

## Submitting this spreadsheet by e-mail or diskette:

You will need to save your completed form in Excel format before sending.

If you are e-mailing the document, please send the file as an attachment to the e-mail and type **"Completed EF-X-132 for (name of your school district or town)"** in the subject line. Do not attempt to cut and paste, or otherwise copy the form directly into the body of the e-mail.

Both the DEMOG tab (Pages 1 & 2) and the FINAN tab (Page 3) must be completed and sent in a single file. **Do Not Send Multiple Files.** If you find it necessary to revise/correct your report or otherwise resend the file, contact Andrew McMahan first for specific instructions on naming and sending the file.

Send to: [adulted.DOE@maine.gov](mailto:adulted.DOE@maine.gov)

**In addition to submitting the form electronically, you will need to forward a printed copy with original signatures and the required warrant information attached.**

For additional information or help using this electronic version of the EF-X-132 contact Andy McMahan at 624-6754 or [andy.mcmahan@maine.gov](mailto:andy.mcmahan@maine.gov).